

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – June 11, 2019 – 2:00 P.M.

The regular monthly meeting of the Knox County Commission was held on Tuesday, June 11, 2019, at 2:00 P.M., at the county courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Dorothy G. Meriwether, Commissioner District #1, and Richard L. Parent, Jr., Commissioner District #2 and Sharyn L. Pohlman, Commissioner District #3.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Finance Director Kathy Robinson (arrived 2:10), Sheriff Tim Carroll, Airport Manager Jeff Northgraves, Chief Deputy Patrick Polky Sheriff Tim Carroll, EMA Director Ray Sisk.

Others in attendance: Mid Coast Economic Development (MCEED), Bill Najpauer Planning and Development Director.

Regular Meeting – Agenda **Tuesday – June 11, 2019 – 2:00 P.M.**

- I. 2:00 Meeting Called To Order**
- II. 2:01 Public Comment -** Public Comment during other portions of the meeting will only be granted by permission of the Chair.
- III. 2:05 Consent Items**
 1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Regular Commission Meeting of May 14, 2019.
 - iii. Monthly Written Departmental Reports.
 - iv. Reserve Withdrawals.
- IV. 2:10 Action Items**
 - Act to Approve and Authorize the County Administrator and Sheriff to Sign a Memorandum of Understanding (MOU) Between Waldo County and Knox County for a Shared Correctional Administrator.
 - Act to Approve and Authorize the Chair to Sign Letters to Maine Department of Transportation (MDOT), Maine Department of Agriculture, Conservation, and Forestry (MDACF), and Knox County Municipalities Initiating Dialog to Consider Incorporating Mid-Coast Regional Planning Commission (MCRPC) Under the County and Hiring a Planner to Facilitate the New Function.
- V. 2:15 Discussion Items**
 1. Discussion with the Mid Coast Economic Development District (MCEDD) Pertaining to Community & Economic Development Services.
 2. Update on Jail HVAC Project.
 3. Update on Courthouse HVAC Project.
 4. Update on Airport HVAC Project.
- VI. 2:20 Other Business**
- VII. 2:25 Adjourn**

I. Meeting Called to Order:

Commission Chair Parent called the regular meeting of the Knox County Commission to order at 2:00 P.M.

II. Public Comment:

Commissioner Richard Parent asked for public comment.
None

III. Consent Items:

1. Approve Consent Items as Presented:

- i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
- ii. Minutes of Regular Commission Meeting of May 14, 2019.
- iii. Monthly Written Departmental Reports.
- iv. Reserve Withdrawals

- *A motion was made by Commissioner Meriwether to approve the consent items as presented and accept amended corrections to May 14th, 2019 Minutes. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

IV. Action Items:

1. Act to Approve to Approve and Authorize the County Administrator and Sheriff to Sign a Memorandum of Understanding (MOU) Between Waldo County and Knox County for a Shared Correctional Administrator.

Sheriff Tim Carroll has had many conversations with Waldo County Sheriff Jeffrey Trafton about the possibility of Knox County and Waldo County sharing the current Waldo County Correctional Administrator Raymond Porter to also fill the role of Jail Administrator for the Knox County Jail. A draft has been enclosed of the Memorandum of Agreement (MOU) that Sheriff Trafton provided to Sheriff Carroll. A draft of this Agreement has been provided to Knox County Attorney Peter Marchesi for review and to make any changes he deems necessary. The hope is to have the shared arrangement in place for July 1, 2019.

- Sheriff Carroll, Sheriff Trafton, Chief Deputy Polky and Correctional Administrator Porter from Waldo County Sheriff's Office and both sides are excited to complete this endeavor. This Agreement will benefit all towns. The contract will be made simple. Major Porter will stay a Waldo County employee with benefits, and Knox County would pay something towards the Agreement. Sheriff Carroll will be planning a Press Release once things are in place. Sheriff Carroll thought the attitude is very positive at the Jail right now regarding the potential upcoming change.
- *A motion was made by Commissioner Meriwether to Act to Approve to Approve and Authorize contingent upon legal review, the County Administrator and Sheriff to Sign a Memorandum of Understanding (MOU) Between Waldo County and Knox County for a Shared Correctional Administration. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

2. Act to Approve and Authorize the Chair to Sign Letters to Maine Department of Transportation (MDOT), Maine Department of Agriculture, Conservation, and Forestry (MDACF), and Knox County Municipalities Initiating Dialog to Consider Incorporating Mid-Coast Regional Planning Commission (MCRPC) Under the County and Hiring a Planner to Facilitate the New Function.

The MCRPC has asked the County (thru the County's Strategic Planning Committee) to consider bringing the MCRPC under the County, similar to the arrangement in Lincoln County. This would require hiring a planner and possibly increasing the GIS position to full-time. Some of these added costs can be offset with grants and funding from MDOT, DACF and other fees from other towns, not in Knox County. The Strategic Planning Committee requested we send these three letters, one to our towns asking them if they would support the function under the County. The other two to the Maine offices with designated funds for MCRPC functions, asking them to hold any funds designated for MCRPC (specifically, to not reallocate the monies to other regional planning commissions) until as late as February 2020 and to share their insight into their processes, especially as it relates currently to Lincoln County and how it might relate to Knox County.

- Commissioner Meriwether would like to table the item.
- Commissioner Pohlman seconded the idea to table the item.

- Airport Manager Northgraves stated that by end of the month, if do not get the letters to the requestors, we will be in jeopardy of losing any money for planning efforts. Normally there is between 35K – 50K for available funds, and as of right now there is only 7K in funds left for this year. If the money is not reserved by the letters Knox County will lose it.
 - Commissioner Meriwether cannot support the letter due to the content. Maybe modifying or changing some wording would be acceptable.
 - Chair Parent is uneasy as well. Stating he does not know the actual difference between the Strategic Planning Committee and MCEDD. He will need more clarity.
 - Finance Director Robinson stated the letter needed to be reworded so they hold the funds for Knox County and do not give them to another entity.
 - Chair Parent suggested to send something to individual towns inviting them, but would like a reworded letter.
 - Administrator Hart suggested a face to face meeting instead of a letter. Thoughts are that personalization would be better, and there would possibly be more of a turnout. There needs to be more level of commitment before bringing it to the Budget Committee however.
- *A motion was made by Commissioner Pohlman to Act to Approve and Authorize the Chair to Sign Letters to Maine Department of Transportation (MDOT), Maine Department of Agriculture, Conservation, and Forestry (MDACF), and Knox County Municipalities Initiating Dialog to Consider Incorporating Mid-Coast Regional Planning Commission (MCRPC) Under the County and Hiring a Planner to Facilitate the New Function. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

V. Discussion Items:

1. Discussion with the Mid Coast Economic Development District (MCEDD) Pertaining to Community & Economic Development Services.
 - Mr. Najpauer from MCEDD stated MCEDD is a membership organization. We are very selective on projects that we take on. The services we provide are as follows: Development and Implementation of Comprehensive Economic Development Strategy (Projects for development for CEDs projects), Revolving Loan Fund (RLF), Technical Assistance, Cooperative Services, Small Business Development Center (SBDC), Tax Increment Financing (TIF), Planning (Comprehensive planning), Grant Writing and Economic Research. Some of the projects we take on are long term projects.
 - At MCEDD we are committed to making sure Planning Committees are well trained.
 - MCEDD focuses on Grant Writing and Economic Development.
 - Regional MCEDD Projects and Activities include:
 - a) Commercial Water Dependent Sites – An ongoing project is to identify and promote location for a variety of commercial water dependent activities including fishing, boating, aquaculture and ship building.
 - b) Affordable Housing – MCEDD is planning a number of regional affordable housing activities to develop a regional strategy for the construction of new affordable housing units in the Mid Coast
 - c) Regional Trail – Starting a discussion among the municipalities in the Mid Coast to work towards a trail stretching from Brunswick to Belfast. This is a long range task to promote connections among the existing trails in each community, so that residents and tourists could travel along the entire coast.
 - d) Financing New Aquaculture Activities – MCEDD is in partnership with SBA, organizing workshops for Fishermen and others interested in Aquaculture. This helps connect with banks and other funding sources such as MCEDD to find out how to finance their ventures.
 - e) Regional Economic Development – This project is an ongoing MCEDD task which promotes regional economic growth and job creation. Much of the work involves developing the fundamentals/infrastructure necessary for economic growth.

- f) Grant Writing – MCEDD is available to municipalities and the County to write grants and help organize the necessary community support for these projects.
- g) Municipal Board Training – MCEDD provides free Board Training to all municipalities in the Mid Coast region. *(A copy of the following is available upon request.)*

2. Update on Jail HVAC Project.

- A site visit was done in middle of May at the Jail. Siemens Contractors, Maintenance Manager Hagan and Sheriff Carroll went through whole facility. Next step is to sit down and go over the findings.

3. Update on Courthouse HVAC Project.

- The flooring needs to be done in Judges Chambers.
- Just received a quote for the restroom on third (3rd) floor. Right now we are looking at June 16th or 23rd for a start date. The Rockland Fire Chief Whytock wanted that project to be completed.
- An upcoming final walk-thru at the Courthouse will be scheduled. The final payment has not been made. As soon as we are satisfied with all work, a final payment will be produced.

4. Update on HVAC system at Airport

- The Airport Manager has nothing new to report at this time.

VI. Other Business:

- Administrator Hart wanted to take a moment to thank everyone for their patience and help these past few months while he was out on a family emergency. A special “Thank You” goes out to the Sheriff for all of his assistance in Administrator Harts absence.
- Administrator Hart was asked going forward if he could produce a monthly report to the Commission. He stated he could do that.
- A few changes on the May 14th Minutes need to be made before approval.
- There was an Open House on June 8th, from 11:00A.M. – 2:00 P.M. at the Knox County Regional Airport. This was be the first time this type of event has been opened to the public. Airport Manager Northgraves stated they were prepared for about three hundred (300) people, and there were about three hundred-fifty (350) to four hundred (400) people that came to the event. The Sheriff’s Department attended along with their newest canine addition, Marek. Overall it was a successful event.
- EMA Director Sisk was thanked for heading up the Introduction to Continuity of Government Planning for Rural Jurisdictions MGT 416 course, which was held on May 23rd, 2019.
- Flooring at Public Safety Building will be assessed by Gartley & Dorksey. They really need to be there to check out the situation; so far they only have pictures of the problem. Once Gartley & Dorskey is able to complete an evaluation they will give a recommendation.
- KRCC will be holding an organizational study presented by MRI (Municipal Resources Inc). Wendy will be scheduling personal interviews with all employees in the Dispatch center, the Director and Deputy Communications Director. Greg Hanscom from MRI will be conducting the interviews. The interviews on June 17th, will start with the Commissioners, HR Consultant Laurie Bouchard from Human Resources, two (2) Budget Committee members, EMS representative Jesse Thompson and law enforcement representative Chief Chris Young.
- The option to revisit having an Organizational Study done with other departments is being looked in to. Don Jutton from MRI will talk to HR Consultant Bouchard and then Administrator Hart regarding the benefit. Don Jutton will also look at staffing for the Registry of Deeds. Administrator Hart stated that financially and logistically it something we need to do.

- Administrator Hart received an email two (2) weeks ago and another follow up email to schedule a conference call on the Opiate Litigation.
- KRCC is still down two (2) Dispatchers. Interviewing and hiring is actively happening to fill those spots.

VI. Adjourn

- *A motion was made by Commissioner Pohlman to adjourn the meeting. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

The meeting adjourned at 3:51 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting
held on July 9, 2019.**